

Wichita State University Honors College Governance Bylaws

Revised by the Honors College Student Council, December 1, 2014

Approved by the Honors Faculty Council December 2, 2014

Faculty and student participation in University and College governance is vital to the proper functioning of the University. Faculty interest in direction and development of the Honors College not only reflects their formal right to contribute to University decision making but indicates their responsibility to do so as professional scholars and researchers.

The Honors College offers opportunity for faculty and student participation in college governance. At the college level the major contexts for faculty participation in the determination of college-wide policy are meetings of the college faculty and students (the General Assembly), the University Honors College Council comprised of the Honors College Student Council and the Honors College Faculty Council as well as such committees as it may form, the Appeals Committee, the Faculty Fellows committee, the Scholarship committee, and ad hoc committees as may be created.

The Scott, Foresman Robert's Rules of Order Newly Revised by Henry M. Robert, revision by Sarah Corbin Robert with the assistance of others (Glenview, IL: Scott, Foresman, 1981), will serve as the parliamentary guide for the General Assembly and any other agencies of college governance which do not provide otherwise for such a guide; this guide may be replaced by another at the discretion of the governance agency in question.

Section 1 –Description

The Wichita State Honors College aims to prepare students for innovative work in a complex society. We are located in the middle of the nation in a city known for entrepreneurs and aviation. We are at the heart of an urban university with high research activity and a commitment to benefit the region and beyond. Honors College students and faculty reflect these characteristics, seeking the breadth and depth a university offers, along with the perspective and attributes that will enrich their lives and the lives of others.

Honors students and faculty engage in intellectual inquiry and debate and enjoy strong support for exploration, discovery, and community service. They pursue meaningful work in Honors seminars and inter-disciplinary tracks. They apply what they have learned in class to Honors research and creative activity, internships, student exchange and study abroad. Students are encouraged to meet with the Honors College Dean, Faculty and Advisors to design a program that meets their academic needs and professional goals.

Faculty from academic colleges and the library are invited to experiment in Honors by proposing topics-based seminars, colloquia and co-curricular activities.

Section 2—Administration

A. The Dean of the Honors College shall be the chief administrator of the Honors College reporting directly to the Vice President for Academic Affairs. The Dean is aided by college advisors. The Dean is responsible to fulfill the following duties:

1. Upholding the Honors College Charter, coordinating and supervising the execution of the activities articulated therein;
2. Upholding and enforcing the Honors College Bylaws;
3. Enacting any approved modifications to the College Bylaws;
4. Serving as an *ex officio* member of the Honors Councils;
5. Appointing Undergraduate Fellows and Faculty Fellows in consultation with current Fellows and by the procedure outlined in section 8 – Faculty Fellows;
6. Preparing and managing the Honors College budget in consultation with the Honors Councils;
7. Providing leadership and direction in the development and implementation of curricula, academic

- advising, and other academic activities in consultation with the Honors Councils;
8. Coordinating the operational, personnel, budgetary, and student activities of the College;
 9. Reporting on the State of the College at the General Assembly each year;
 10. Representing the College to other units within the University.

B. Each year, the Dean shall appoint several Honors Students to the position of Undergraduate Fellow.

C. Each year, the Dean shall appoint several Honors Faculty members to the position of Faculty Fellow.

Section 3—Honors College Membership

A. Student Membership

1. Admission to the Honors College will be competitive, based on ACT or SAT scores, high school or college GPA, and application.
2. Any student admitted to the Honors College shall be considered a member of the Honors College. Criteria for eligibility and procedures for admission to the Honors College shall be outlined in the current undergraduate catalog.
3. Responsibilities of an Honors student, definition of an “active” Honors students, and criteria for maintaining “active” Honors student status shall be outlined in the current undergraduate catalog.

Section B. Faculty Membership

1. Honors Faculty: Any faculty member who is teaching or has taught an Honors course or Honors course section or who has served on an Honors committee or council shall be considered Honors faculty.
2. Honors Faculty Fellows: Faculty from other academic colleges and the library shall be selected as Honors Faculty Fellows by a competitive application process and serve for a period of up to two years as faculty mentors for Honors students. Criteria for eligibility, procedures for selection, and responsibilities of the Honors Faculty Fellows are outlined in Section 8.

Section 4. General Assembly

At least once each year, the General Assembly shall be convened by the Dean. Each Honors Student shall and any Honors faculty or staff member may attend the General Assembly.

1. The General Assembly shall be chaired by the Dean and shall include the following:
 - a. A report on the State of the College;
 - b. A summary of the Honors courses and events offered;
 - c. An opportunity for students and faculty to provide feedback on goals, priorities, strategic initiatives, or special projects for that year;
 - d. An open forum for student comments, questions, and suggestions relevant to the administration of the Honors College and the Honors College curriculum.
2. The General Assembly shall include the introduction of the members of the University Honors College Councils.
3. The General Assembly shall include a progress report from the chair of the University Honors Student Council and an explanation of the procedure for student participation in the council
4. The General Assembly shall include a referendum on any amendment to this Charter.

Section 5—University Honors College Council

During the period between General Assemblies, governance of the Honors College shall be delegated to the University Honors College Council.

1. Composition: 20: 9 Faculty, one from each of the Senate divisions; 9 Honors Students; College Dean *chair, ex-officio voting*; College Advisor, *ex officio voting*.
 - a. The faculty members of the College Council shall constitute the Honors College Faculty Council and shall be appointed in a manner prescribed in Section 6.
 - b. The student members of the College Council shall constitute the Honors College Student Council and shall be appointed in a manner prescribed in Section 7.
2. Meeting: The University Honors College Council shall meet at least once each fall and spring semester and at the request of the Dean or any two members who submit a signed written request to the Dean. The council must be notified of the requested meeting within one week of the Dean receiving a written request signed by two members.
3. Quorum: A quorum for a meeting of the University Honors College Council shall be a quorum of the Honors College Faculty Council and a quorum of the Honors College Student Council.
4. Charges:
 - a. Advise the Dean.
 - b. Provide a communications medium between departments/schools/divisions of other academic units (six colleges and the library) and the Dean's office.
 - c. Approve or disapprove changes in the Bylaws and Charter.
 - d. Only the faculty members of the committee shall approve or disapprove, and recommend to the university's curriculum committee all approved college proposals concerning addition, deletion, or modification of courses and concerning changes in Honors College curriculum requirements. Student members may recommend to the faculty members proposals concerning addition, deletion, or modification of courses and changes in Honors College curriculum requirements.
 - e. Elect 3 faculty and 2 student members to serve on Appeal Committee, as needed.
 - g. Create and charge subcommittees as needed to carry out the responsibilities of the Council to support the work of the Honors College.
 - h. Coordinate a college review of the Dean three years after each five year evaluation conducted by the Provost; however, in the case of a newly appointed Dean, the Council will conduct its first review in the third year following the initial appointment. The Dean should not be present during the coordination of the college's review of the Dean. However, once the Board has completed those tasks, it will report to the Dean and discuss its findings and recommendations with her/him.

Section 6 – Honors College Faculty Council

1. Composition: 11: 9 Faculty, one from each of the Senate divisions; the College Dean, *ex-officio non-voting*; College Advisor, *ex-officio non-voting*.
2. Selection: Members shall be recommended to the Dean by the council chair by May 1st each year and, if an appointment is not made in the spring, no later than the second week of classes in the fall semester. In the event that no representative has been selected by the second week of classes in the fall semester, the College Dean will request a nomination from the respective college council or Dean. Preference may be given to current or former Honors Faculty Fellows or faculty currently teaching honors courses. The Honors College Dean or designee will send a list of current Honors Faculty Fellows and faculty to the council chair by April 1st each year.
3. Term of Service: Each faculty member shall serve for a 3-year term.
4. Meeting: The Honors College Faculty Council shall meet separately, as a group, at the request of the faculty chair or the College Dean. A meeting of the Council may be requested at any time by two members submitting a signed written request to the College Dean. The council must be notified of the requested meeting within one week of the Dean receiving a written request signed by two members.

5. Quorum: A quorum for a meeting of the Honors College Faculty Council shall be a simple majority of the faculty members.
6. Chair: a faculty chair shall be elected by a vote of the majority at the first meeting of the fall semester.
7. Charges:
 - a. Advise the Dean.
 - b. Provide a communications medium between departments/schools/divisions of other academic units (six colleges and the library) and the Dean's office.
 - c. Recommend changes in the Bylaws and Charter to the University Honors College Council.
 - d. Recommend or receive, review, amend if necessary, approve or disapprove changes in the curriculum and program requirements for the Honors College and forward changes to the university curriculum committee
 - e. Create and charge subcommittees as needed to carry out the responsibilities of the Faculty Council to support the work of the Honors College.

Section 7—Honors College Student Council

1. Composition: 11: 9 Students, the Honors College Senator, at least one Honors Undergraduate Fellow; the College Dean, *ex-officio non-voting*; College Advisor, *ex-officio non-voting*.
2. Selection: Members shall be recommended to the Dean by the council chair by May 1st each year and, if an appointment is not made in the spring, no later than the second week of classes in the fall semester. In the event that no representative has been selected by the second week of classes in the fall semester, the College Dean will appoint Honors Students to any vacancies.
3. Term of Service: Each student member will serve for a 1 year term and may serve for up to 3 years.
4. Meeting: The Honors College Student Council shall meet separately, as a group, at the request of the student chair or the College Dean. A meeting of the Honors College Student Council may be requested at any time by submitting a written request to the College Dean. The request must be signed by two members of the council. The council must be notified of the requested meeting within one week of the Dean receiving the signed written request.
5. Quorum: A quorum for a meeting of the Honors College Student Council shall be a simple majority of the student members.
6. Chair: a student chair shall be elected by a vote of the majority at the first meeting of the fall semester.
7. Charges:
 - a. Advise the Dean.
 - b. Provide a communications medium between Honors students, Honors Student Organizations, Honors Living-Learning Community, WSU Student Government Association, and the Dean's office.
 - c. Recommend changes in the Bylaws and Charter to the University Honors College Council.
 - d. Recommend and review changes in the curriculum and program requirements for the Honors College and forward recommendations to the Honors College Faculty Council.
 - e. Create and charge subcommittees as needed to carry out the responsibilities of the Student Council to support the work of the Honors College.

Section 8—Honors Faculty Fellows

- A. Description: Honors Faculty Fellows foster interdisciplinary dialogue among faculty and students, support innovative curriculum development across campus, and support Honors students through faculty mentorship.
- B. Eligibility: Any fulltime faculty member teaching at Wichita State shall be eligible to apply for the position of Faculty Fellow. Preference may be given to faculty with experience teaching honors courses or advising honors students.
- C. Composition: Faculty Fellows will represent at least three of the other seven academic units, including the library, each year.

- D. Selection: Honors Faculty Fellows will be selected by a competitive process of application and review by a committee comprised of at least two current Faculty Fellows and the Honors College Dean.
- E. Term of service: Faculty Fellows will serve for up to 2 years and may serve a second 2-year term after a break of 1 year.
- F. Responsibilities may include:
 - a. Assist in the planning and execution of the activities of the Honors College;
 - b. Teach an HNRS seminar;
 - c. Coordinate an Honors Interdisciplinary track or Learning Community;
 - d. Propose changes or additions to the Honors curriculum and present curriculum proposals to the University Honors College Council;
 - e. Serve as members of the University Honors College Council;
 - f. Fulfill other duties as requested by the Dean to support Honors College students and curriculum.

Section 9—Honors Undergraduate Fellows

- a. Eligibility: Any “active” Honors student as defined by the College Bylaws shall be eligible to apply for the position of Honors Undergraduate Fellow.
- b. Selection: Honors Undergraduate Fellows will be selected by the College Dean each year through a competitive process of application and interview.
- c. Term: Undergraduate Fellows will serve the college for a term of 1 year renewable at the discretion of the Dean for up to 2 years.
- d. Responsibilities may include:
 - 1. Assist in the planning and execution of the activities of the Honors College;
 - 2. Serve as members of the University Honors Student Council and University Honors College Council, as needed;
 - 3. Assist the Honors College staff in the execution of their duties;
 - 4. Fulfill other duties as requested by the Dean.

Section 10— Academic Honesty

University policy establishes that students who compromise classroom academic integrity/honesty are subject to disciplinary action on the part of the University. Violations of classroom standards include:

- Cheating in any form, whether in formal examinations or elsewhere.
- Plagiarism, using the work of others as one's own without assigning proper credit to the source.
- Misrepresentation of any work done in the classroom or in preparation for class.
- Falsification, forgery, or alteration of any documents pertaining to academic records.
- Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.

(WSU Policy and Procedure Manual, Section 8.05/Student Code of Conduct/Student Conduct Regulations/Academic Dishonesty)

When academic dishonesty is suspected, an instructor will typically use the following procedures:

- a) Instructor should bring the situation to the attention of the student, informing him/her of the instructor's concern and setting up a formal meeting to discuss the issue with the student as soon as possible. The purpose of that meeting is for the instructor to present to the student the evidence of the dishonesty, afford the student the opportunity to respond to the evidence presented, and inform the student of any intended course consequences.
- b) If, following the meeting, the instructor no longer suspects academic dishonesty or determines that none occurred, no further action is necessary.
- c) If, following the meeting, it appears academic dishonesty may exist, the instructor teaching an “H” department honors course should inform the academic department chair of both the action and consequence, and refer the student to any appeals process outlined in the department or academic college bylaws; the instructor teaching an “HNRS” Honors College course should inform the Honors Dean in a

written signed report of both the action and consequence, and refer the student to the appeals process outlined in the Honors College bylaws section 11 (available on the college website).

- d) For an “H” department honors course, the department chair will decide if any further consequences are necessary and send the signed report to his/her academic college’s Dean’s office, while also sending a copy to both instructor and student as well. A copy of the notice should also be placed in the student’s academic file kept in each respective department.

Students accused of abridging a standard of academic honesty may utilize established academic appeal procedures. (See the WSU Policy and Procedure Manual, Section 2.17 / Student Academic Honesty.)

University Policy establishes that the Dean shall share her/his decision with the Vice President for Campus Life and University Relations, the Provost and Vice President for Academic Affairs and Research, the Dean of the student's School or College (if different) and the faculty member. (2.17 / Student Academic Honesty)

The Student Government Association Student Advocate is available to assist students who feel they have been graded unfairly or have been unfairly accused of cheating, plagiarism or other academic misconduct.

Section 11—Exceptions and Appeals

1. Any student has the right to petition for an *exception to Honors curriculum requirements and catalog regulations*. The student must submit the petition in writing using the PETITION FOR AN EXCEPTION TO HONORS CURRICULUM REQUIREMENTS OR CATALOG REGULATIONS form and attaching any necessary documentation. Forms are available in the Honors Office, Shocker Hall A118 or on the Forms page on the Honors website www.wichita.edu/honors.

Results of a petition for exception to curriculum requirements and catalog regulations are returned to the student by email the afternoon of the first business day following the review and decision.

2. Any student has the right to *appeal a grade assigned in an HNRS seminar*. The faculty at Wichita State has established a procedure to resolve disputes arising out of the classroom through the Court of Student Academic Appeals. The court hears appeals for students who feel they have been treated unfairly in grading. The court is designed to help resolve differences that cannot be settled within the framework of the student-faculty relationship and offers an important safeguard for students. Any student may use the appeal procedure. (WSU Policy and Procedure Manual, Section 2.03 / Court of Student Academic Appeals.)

The Student Advocate is available to assist students who feel they have been graded unfairly or have been unfairly accused of cheating, plagiarism or other academic misconduct.

3. Any student has the right to *appeal a financial aid suspension* by completing the SAP Appeal Application at wichita.edu/sapappeal.
4. Any student has the right to *appeal a decision made by the Honors Dean, such as probation or dismissal from the college*. In the event of a student appeal of the Dean’s decision, the Dean shall call on the members of the Honors Councils to form an ad-hoc Appeal Committee no later than one month after receiving the student appeal.
 - a. The student must submit the appeal in writing to the Assistant to the Dean with supporting documents for review by the Appeal Committee.
 - b. The Appeal Committee shall convene for the purpose of hearing a single appeal or multiple

- appeals.
- c. The Dean should not be present during the hearing of a student appeal.
 - d. Student appeals and supporting documents are confidential and shall not be discussed by the committee outside of committee deliberation except when reported to the Dean or subsequent appeals committees.
 - e. The Appeal Committee shall consist of the following:
 - 1. 2 student members elected by the University Honors College Council;
 - 2. 3 faculty members elected by the University Honors College Council;
 - 3. A faculty chair, who remains a voting member, shall be selected by the committee by email vote initiated and counted by the Dean or his or her designee.
 - f. Responsibility of the faculty chair include:
 - 1. Scheduling a meeting date in consultation with the committee members;
 - 2. Informing the student of the meeting date, and invite the student to present the case;
 - 3. Requesting the Dean's written decision statement submitted to the chair at least one day prior to the meeting date;
 - 4. Reviewing all submitted materials for completeness and request additional materials as necessary at least one day prior to the meeting date.
 - g. After committee review, the faculty chair will prepare a decision letter to be emailed or mailed to the student by the afternoon of the first business day after the committee decision. The Appeal Committee chair will submit a copy of the decision letter to the Dean. In the case of a decision to uphold the dismissal of an Honors Baccalaureate student, the faculty chair will submit the decision letter, copies of the student appeal and any additional documentation considered by the committee to the University Exceptions Committee.

Section 12—Program Review

The table below outlines the preliminary assessment plan of the Honors College and Honors Baccalaureate degree program. Honors College Faculty Fellows, the Honors College Dean, and University Honors College Council will assess the educational soundness of the program. Accreditation is not available for Honors, but the National Collegiate Honors Council offers external evaluation of Honors programs and colleges.

Evaluation Areas/Measures	Minimum Frequencies					Responsibility
	Each Course	Every Year	Every 1-3 Years	Every 3-5+ Years	Ongoing	
SPTE or IDEA Evaluations	X					Dean/Faculty
Curriculum/Graduate Exit Surveys			X			“
Mission Statement Review			X			“
External Advisory Input		X				“
Admittance Numbers		X				“
Admission Policies Review			X			“
Application Materials Review			X			“
Experience-Based Learning Evaluations				X		“
Thesis/Capstone Evaluation			X			“
Graduation from University Number and Rate			X			“
Graduation from Honors Degree Program Number and Rate			X			“
Curricular review of diversity			X			“
Student participation in UG Research Forum			X			“
Number of Undergraduate Student Research Grants			X			“
Internal Program Review			X			“
National Collegiate Honors Council External Evaluation				X		“